

Prospective Tenants/Renters: Your completed rental application must be submitted to the landlord or their property manager. Do NOT submit applications to the Washington Landlord Association (WLA). WLA does NOT accept applications from prospective tenants/renters.

LANDLORD INFORMATION:

Select WLA Office Location:

- EVERETT (If yes, landlord fax application to 425-353-7132 or email to everett@walandlord.com) - Phone: 425-353-6929
- BREMERTON (If yes, landlord fax application to 360-479-5611 or email to bremerton@walandlord.com) - Phone: 360-479-1683
- OLYMPIA (If yes, landlord fax application to 360-252-6803 or email to olympiaoffice@walandlord.com) - Phone: 360-350-0753
- TACOMA (If yes, landlord fax application to 253-944-9070 or email to tacoma@walandlord.com - Phone: 253-314-5241

Landlord Name:			Results: <input type="checkbox"/> Email <input type="checkbox"/> FAX <input type="checkbox"/> Walk-In			LANDLORD ONLY: Non Refundable Fee: \$ _____ Rent \$ _____ Lease: 6mo <input type="checkbox"/> 1yr <input type="checkbox"/> Month to Month: <input type="checkbox"/> Deposit \$ _____		
Landlord Phone			Fax: _____ Email: _____					
Rental Address:								
Decision Point Plus/Nationwide Criminal <input type="checkbox"/>		Decision Point Plus/WA&OR Criminal <input type="checkbox"/>		Decision Point Plus <input type="checkbox"/>				
Basic Credit <input type="checkbox"/>		Statewide Criminal <input type="checkbox"/>		Nationwide Criminal <input type="checkbox"/>				
Tenant Performance <input type="checkbox"/>		Landlord Verification <input type="checkbox"/>		Employment Verification <input type="checkbox"/>				
Social Security Search <input type="checkbox"/>		Decision Point <input type="checkbox"/>		Notes:				

WLA DOES NOT ACCEPT APPLICATIONS FROM PROSPECTIVE TENANTS. APPLICATIONS MUST BE SUBMITTED TO THE LANDLORD ALONG WITH THE APPLICATION FEE.

APPLICANT INFORMATION

Please provide landlord with proof of income and valid photo ID.

FIRST/MIDDLE/LAST NAME (Verify ID):			OTHER LAST NAME(S) USED:			BIRTHDATE:			SS #								
DRIVERS LICENSE OR ID#			DATE ISSUED/STATE			EXPIRATION DATE			AREA CODE+PHONE:			EMAIL:					
CURRENT ADDRESS						UNIT#		CITY				STATE		ZIP			
DO YOU? <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> LIVE W/PARENT <input type="checkbox"/> OTHER:						DO YOU SMOKE? <input type="checkbox"/> YES / NO <input type="checkbox"/>											
CURRENT LANDLORD or MORTGAGE CO.						CITY			STATE		AREA CODE + PHONE						
REASON FOR MOVING						MONTHLY PAYMENT \$			HOW LONG AT CURRENT ADDRESS?								
PREVIOUS ADDRESS						UNIT#		CITY				STATE		ZIP			
DID YOU? <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> LIVE W/PARENT <input type="checkbox"/> OTHER:																	
PREVIOUS LANDLORD/MORTGAGE CO.						CITY			STATE		AREA CODE + PHONE						
REASON FOR MOVING						MONTHLY PAYMENT \$			HOW LONG AT THIS ADDRESS?								
EMPLOYER/INCOME SOURCE						ADDRESS						CITY		STATE		MONTHLY GROSS INCOME:	
POSITION		SUPERVISOR'S NAME				AREA CODE +PHONE				EMPLOYMENT DATES			PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/>				
												SELF-EMPLOYED <input type="checkbox"/> TEMPORARY <input type="checkbox"/>					
EMERGENCY CONTACT		RELATIONSHIP		ADDRESS			CITY			ST		ZIP		AREA CODE+PHONE			
CAR MAKE/YEAR/MODEL						PLATE:						COLOR:					
REFERENCES						AREA CODE+PHONE			RV/BOAT/AQUARIUM/WATERBED/PIANO/LARGE ITEMS?								
HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIMINAL OFFENSE OR FELONY? <input type="checkbox"/> YES / NO <input type="checkbox"/> DETAILS:																	
HAVE YOU EVER BEEN EVICTED OR LEFT A RENTAL OW ING A LANDLORD MONEY? <input type="checkbox"/> YES / NO <input type="checkbox"/> DETAILS:																	
EVER FILED FOR BANKRUPTCY?:						WHEN?											
DO YOU HAVE PETS OR ANIMALS?: <input type="checkbox"/> YES / NO <input type="checkbox"/>						IF YES, TYPE & BREED?											
PROPOSED OCCUPANTS:						ANYONE OVER 18 COMPLETE SEPARATE APPLICATION											
NAME		DOB		RELATIONSHIP		NAME		DOB		RELATIONSHIP							

In compliance with the Fair Credit Reporting Act, State & Federal laws, this is to inform you that an investigation involving the statements made on this application for tenancy is being initiated. I certify that to the best of my knowledge, all statements are True & Complete. I further authorize the above Landlord and *WLA to obtain credit reports, court records, character reports, employment and rental history as needed to verify all information put forth in this application.

APPLICANT SIGNATURE

DATE:

* WLA and Reporting Agencies make no decision or suggestion on the acceptance/denial of applicant(s). Rev 10/20

WLA OFFICE ONLY: DATE PROCESSED _____ BY WHOM _____ PAID: YES - NO PAYMENT: INV - CC - C - CK CHECK # _____

WHICH REPORTS: _____ COST: _____

APPLICANT SCREENING AUTHORIZATION FORM

(Please print clearly)

Please remember to have your applicant(s) print neatly to reduce mistakes and typos.
All fields (except previous address) are **REQUIRED!** Reports will not be run unless filled out completely.
ONE FORM PER PERSON, PLEASE, OR IT WILL BE REJECTED

Applicant Full Name: _____
(First, middle, last)

Social Security Number: _____ Date of Birth: _____

Combined monthly income of all applying: _____ # of months at current position: _____

Current Address: _____ Since: ____/____/____
(Street, city, state, zip)

Previous Address: _____ Since: ____/____/____
(Street, city, state, zip)

I certify that the above information is correct and complete and hereby authorize you to make inquiries you feel necessary to evaluate my tenancy and credit standing, including but not limited to, a check of my credit. I understand that if I am denied tenancy due to my credit standing, I have the right to dispute the accuracy or completeness of any information in the credit report.

Applicant Signature: _____

RENTAL OWNER/LANDLORD ONLY

Monthly Rent for Unit (required): _____

Landlord Name (First & Last Name): _____ Company Name: _____

Property Located in (City): _____ SUBMITTED BY: _____

Phone Number: _____ Fax Number: _____ Email: _____

Reports must be kept in the strictest confidence. If you choose to deny this applicant, the applicant may request a copy of the reports and has a right to receive them. By signing below I agree to only screen applicants for the purposes of residential tenancy. I will not e-mail this form or any other personal, financial or confidential information.

Membership Signature: _____

Tenant Screening Reports:

- Decision Point Plus/Nationwide Criminal
- Decision Point Plus/Washington/Oregon Criminal
- Decision Point Plus
- Basic Credit Report
- Tenant Performance Profile - Includes Eviction History
- Nationwide Criminal Report (all of the U.S.)
- Statewide Criminal Report - Washington/Oregon
- Employment Verification - 2-5 days to process. (Cannot verify with automated services, self-employed or retired)
- Landlord Verification - 2-5 days to process. (Cannot verify homeowner)
- Social Security Search

*PLEASE INDICATE YOUR PREFERENCE FOR RESULTS: : FAX _____ EMAIL _____ PHONE ONLY _____

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Bremerton - bremerton@walandlord.com (Phone: 360-479-1683 | Fax: 360-479-5611)
Olympia - olympiaoffice@walandlord.com (Phone: 360-350-0753 | Fax: 360-252-6803)
Tacoma - tacoma@walandlord.com (Phone: 253-314-5241 | Fax: 253-944-9070)

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The importance of Picture ID and signature of release

When you are accepting an application from a prospective renter, one of the most important things you should be doing is checking their picture ID. Why? Because all of the information from the Driver's License or government issued picture ID, could help you make sure that you have the correct information on the correct person. We all know that applicants may "Fudge" just a bit when filling out the application, and this is the best way to catch any "mistakes" before the person becomes your resident.

The signature of release gives you permission to screen the applicant; you may not screen anyone without a signature of release.

Things you should get from the Picture ID -

Correct spelling of the name

This is very important as many records are sorted by name only. If you have an incorrect spelling of the first or last name you will miss important records.

Date of Birth

Criminal records are filed by name and date of birth alone. There are no Social Security numbers attached to any criminal records, and the criminals know this. They will change the numbers around hoping that you will miss the record(s) that they have due to incorrect information.

Address

Many times the address from the ID or driver's license is not listed on the application. This is generally because the person has either been evicted, is going to be evicted, or has recently made his current landlord unhappy and the applicant doesn't want you calling the landlord to find out why. You can take a picture of the ID for your records with your cell phone. When people are coming to view a rental, I recommend you ask them to bring their license and a recent pay stub because if they apply for the rental that is information you will need and will find very helpful.

More than ONE Address

In the good old days, the 90's, credit was pulled by Social Security Number alone. Then the Internet happened, and identity theft went through the roof. To combat this, the Credit Bureaus added more parameters to each search. Not only does the name have to match, but at least one address in the inquiry must also match. If your applicant is only giving you one address, or multiple names – view the picture ID. The bad guys know how this game is played and are very good at avoiding detection. When people apply with my landlord friends, they are asked to provide picture ID and a recent pay stub or proof of income. This cuts down on bad names and bad identifying information.

If you don't get enough information from your applicant in the beginning, **you may not pull correct reports**. And since we review every eviction and criminal history and match that information to your applicant using name and date of birth, some records could be missed.

You also need to be careful with Out of State, Out of Date driver's licenses. If the person just moved here from California they should have a valid California driver's license with their most recent address on it. If they have lived in Washington for five years, according to their application, but have an Arizona driver's license that expired two years ago, you should be alarmed.

Signature of release

Each applicant needs to sign an application or authorization form BEFORE you screen them. If you screen an applicant without this signature, it can be very costly to you. The last time this happened, the landlord had to pay the applicant \$80K. And he had to provide credit monitoring for four years. This is per occurrence. We are providing an Authorization sheet that you can use with the rental application to be sure that you have that signature of release for each applicant. It also gives you a second opportunity to confirm the information is correct and legible.

Remember, every time you screen an applicant it appears on their credit report as an inquiry for five years. You need to keep copies of the application, with the signature of release, for five years because that applicant can claim that they did not give you permission to screen them. The applicant is hoping that you no longer have that signature of release, so that they can sue you.

I recommend scanning each application into a thumb drive and keeping it in a safe or someplace safe. Anyone you screened, if you did not screen them or run reports but denied for other reasons, I'd still keep that copy with a note and the denial form.

The more information you get up front, the better you are in the end. And remember; paperwork is your friend. Keep copies of all documentation.

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